

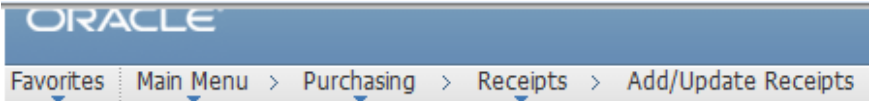
Quick Reference Tip Sheet

LAST REVISED DATE: 09/04/2014

General Information

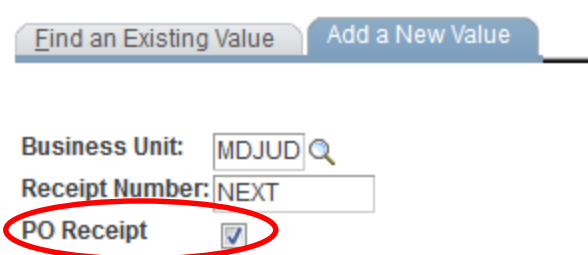
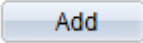
Task	Process Information
Creating a Receipt against a PO (Purchase Order)	<p>A receipt indicates that goods/services have been received. A receipt is created against a Purchase Order. Receipts are not required for Express POs created by AOC Field Users for purchases under \$2,500. Exception: Receipts are required for Express POs for District Court.</p> <p>NOTE - for AOC, District Court, Circuit Courts, Appellate Courts, and Programs: Per the FY15 Procurement Policy Change, Receipts <u>will no longer be REQUIRED</u> for <u>Services</u> under Corporate POs (POs created by DPCA). However, receipts are required for all Goods received, and POs created by DPCA for Goods will be set to Receipt Required. If there is any question by DPCA as to whether the item is considered Goods or Services, the PO will default to Receipt Required. The Line Details on your PO will indicate if receiving is required.</p>

GEARS Navigation

Purchasing > Receipts > Add/Update Receipts	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	<p>Select the PO Receipt checkbox.</p> <p>Receiving</p>  <p>You will be prompted to select the Purchase Order you are receiving against on the following screens.</p>
2.	Click the  button.	

3.On the
screen:**Select Purchase Order**

Enter or use the “look-up” icon to locate the Purchase Order ID you are receiving against.

Select Purchase Order

Search:

PO Unit:

ID:

Line / Schedule: /

Release:

Item ID:

Ship To:

Ship Via:

Days +/- Today:

Start Date:

End Date:

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

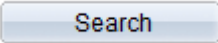
☒ Retrieve Open PO Schedules

Receipt Qty Options

☐ No Order Qty ☒ Ordered Qty ☐ PO Remaining Qty

NOTE:

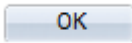
- Be sure PO Unit is “MDJUD”.
- You can locate your Purchase Order using any of the criteria fields on this screen. The more criteria specified will narrow your search results. If the search results do not display the Purchase Order you are looking for, widen the search by supplying less criteria.

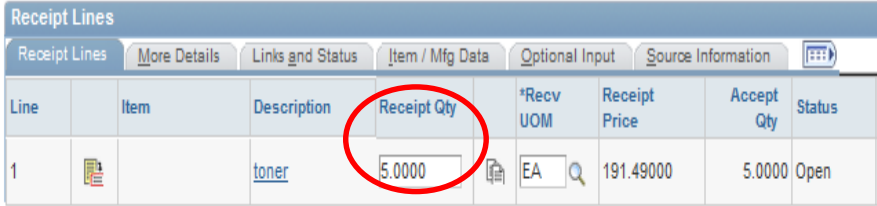
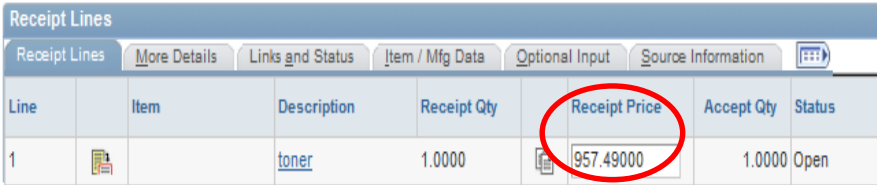
4.Click the  button.**5.**

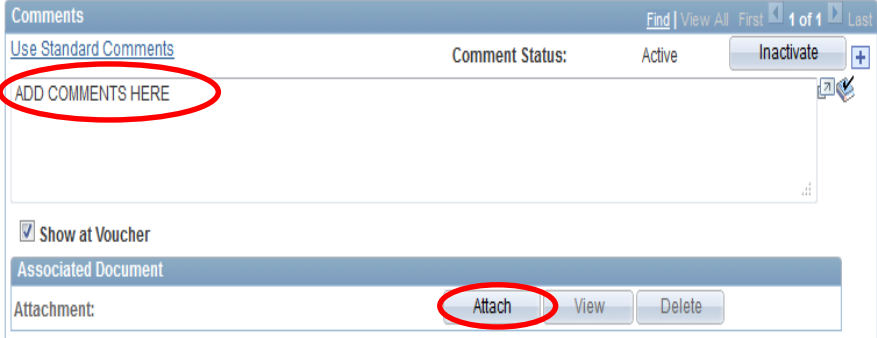
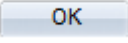
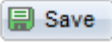


Select Retrieved Rows

Select the checkbox in the “Sel” column only for the PO lines you are receiving.

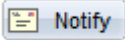
Retrieved Rows Personalize Find View All First 1 of 1 Last										
Selected Rows Shipping Related More Details 										
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	MDJUD	0000041501	1	1	84	11/14/2013	1.0000			toner

6.Click the  button.

7.	<p>On the Maintain Receipts Receiving screen:</p>	<p>For each Receipt Line:</p> <ul style="list-style-type: none"> If the reference Purchase Order was distributed by Quantity: <ul style="list-style-type: none"> Enter the actual <i>quantity</i> of Line Items received.  <ul style="list-style-type: none"> If the reference Purchase Order was distributed by Amount Only: <ul style="list-style-type: none"> Enter the actual dollar <i>amount</i> of Line Items received.  <p>NOTE: How you receive against a Purchase Order is determined by how the Purchase Order is set-up.</p>
8.	Click the Add Header Comments link.	Add Comments and/or attach any associated documentation to your receipt.
9.	On the Maintain Receipts Receipt Header Comments screen:	<ul style="list-style-type: none"> Enter Comments and/or click “Attach” to associate documentation to your receipt per the following guidance: FOR DISTRICT COURT ONLY: <u>If the item received is barcoded</u>, please include the following in the Header Comments – barcode number, serial number (if applicable), date received, and location. FOR DISTRICT COURT ONLY: You <u>must attach the invoice and/or packing slip</u> to your receipt. For receipts for FIXED ASSETS (all others non-District Court): Please include the following in the Header Comments – serial number (if applicable), date received, and location. NOTE: A description of Fixed Assets is provided below. NOTE FOR ALL: Select the “Show at Voucher” check box to make all comments viewable by voucher approvers.

		
10.	<p align="center"><u>Maintain Receipts</u> Receiving</p> <p>Click the  button to return to the screen.</p> <p>NOTE: After comments and/or attachments are made, the “Add Header Comments” link changes to Edit Header Comments.</p>	
11.	<p>Click the  button.</p>	
12.	 <p>Confirm your PO Receipt is saved.</p>	<p>You have a 10 digit Receipt ID and your Receipt Status is Fully Received.</p> <p>Business Unit: MDJUD Receipt Status: Fully Received </p> <p>Receipt ID: 0000001988 Edit Header Comments Activities</p> <p align="center">Header Details Document Status</p> <p>NOTES:</p> <ul style="list-style-type: none"> You can have multiple receipts against a single Purchase Order. The status of “Fully Received” refers to the qty/amount you have specified for the line. It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.

13. FOR DISTRICT COURT ONLY:

Click the  button.

Use the notify function to send an email to invoicedc@mdcourts.gov to alert DCHQ that the goods have been received and vouchering can proceed.

If the item received is barcoded, please also use the notify function to send an email to warehousedc@mdcourts.gov to alert the DC warehouse that barcoded goods have been received. You can use a semicolon (;) to separate the email addresses.

NOTE: Be sure to include the Vendor Name and Invoice/PO/Receipt Number in the Subject.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: invoicedc@mdcourts.gov; warehousedc@mdcourts.gov

CC:

BCC:

Priority:

Subject: Vendor Name xxxx; Invoice/Order Number ####

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2014.05.12

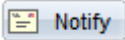
Message:

[Lookup Recipient](#)
[Delivery Options](#)
☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

14. For receipts for FIXED ASSETS (for all others non-District Court):

Click the  button.

Use the notify function to send an email to aocfixedassets@mdcourts.gov to alert the fixed assets/warehouse that fixed assets been received.

NOTE: Be sure to include the Vendor Name and Invoice/PO/Receipt Number in the Subject.

NOTE: A description of Fixed Assets is provided below.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: aocfixedassets@mdcourts.gov

CC:

BCC:

Priority:

Subject: Vendor XXXX; Invoice/Order Number ####

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2014.06.05

Message:

[Lookup Recipient](#)
[Delivery Options](#)
☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

15.**Fixed Assets**

Fixed Assets are capital equipment items or furnishings that have a probable useful life in excess of one year and a procurement cost of \$1,000.00 or more **per unit**, such as furniture, office equipment, machinery, instruments and other apparatus. Motor Vehicles, firearms and other law enforcement weapons are also included regardless of cost. Sensitive items having a procurement cost of \$250.00 or more and a useful life of one year or more are included. Sensitive items are capital or non-capital equipment such as Projectors, camera and video cameras, laptops and other portable computers, desktop computers, printers/slip printers, monitors, validators, scanners, Ipads and the like that are prone to theft and concealable in a handbag or briefcase. Equipment items that are too large for concealment such as personal computers, projectors, chain saws and the like shall be considered sensitive items if there is a history of loss or theft within a particular Judiciary unit.

Non-Capital equipment (Expendable Items) means miscellaneous equipment, furniture, desktop articles, supplies and materials and the like having an acquisition cost less than \$1,000.00, sensitive items with an acquisition cost of less than \$250.00, or items with a useful life of less than one year are not included as fixed assets.

**Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.